



SUFFOLK COUNTY OFFICE OF HUMAN RESOURCES PROJECT IMPACT GENERAL ANNOUNCEMENT #10

Workday is Almost Here...How to Prepare?

We are excited to announce that Workday will be going live shortly. To ensure that each employee is prepared, the County has developed a plan to leverage the training materials developed for Workday. This information is located in the [Training and Resources](#) section of the [Project Impact](#) website.

Scan Code to Access Videos



How to Prepare

- Go to the [Training and Resources](#) page of the [Project Impact](#) website.
- On that page watch the following videos:
 - a. [Workday Basics with Demonstrations \(1Hr, 54 min\)](#) – REQUIRED BY ALL EMPLOYEES (By Dec 26)
 - b. [Multi-Factor Setup and Use \(4 min, 40 sec\)](#) – REQUIRED BY ALL EMPLOYEES (By Dec 26)

- **Note¹:** These videos can be viewed on any computer or mobile device with Internet connectivity.

Note²: These videos will provide you with a clear understanding of how to log in to Workday and to perform many of its tasks.

- After watching those two videos return to the [Training and Resources](#) page and familiarize yourself with the items listed under the “I am Employee” section.

Note: Each item listed corresponds to a Job Aid document that was written specifically for County employees.



- By clicking on the downward pointing arrow to the left of each Job Aid title you will be presented with a list of lessons that pertain to you, the employee.
- To see the contents of each lesson click on the Job Aid title, and the Job Aid will open as a PDF.
 - The first page will display a list of the lessons contained within that Job Aid.
 - Clicking on any item listed in that table of contents will take you directly to that lesson within the Job Aid.



- Back on the Training and Resources page, any lesson you come across that has a blue camera icon listed next to it has a video detailing how to perform that given task.
 - By clicking on that blue camera icon the video will begin to play on YouTube.

The materials located on the [Training and Resources](#) page will help answer many of your Workday-related questions. If you cannot find a Job Aid to answer your question, contact your Payroll Rep. If they cannot answer your question, they will research it further or recommend that a SuffolkNOW ticket be created. For general Workday questions, please email HRMSHelpline@suffolkcountyny.gov.

Stay Tuned for future Workday announcements!